

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Social Program Administrator 2</i>		DIVISION: <i>PSS</i>	DEPARTMENT: <i>Evaluation</i>
WORKING TITLE: <i>Director of Evaluation</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>732000 Management Analyst 4</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>69416</i>		PCN: <i>732001</i> PAY RANGE: <i>30</i>	REVISION DATE: <i>2/16</i>
EQUIPMENT USED: <i>telephone calculator printer</i> <i>computer copier automobile</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Completion of undergraduate coursework in social or behavioral science plus 18 mos. exp. in delivery of social services plus 6 mos. supervisory exp. or completion of graduate coursework in social or behavioral science plus 12 mos. exp. in delivery of social services plus 6 mos. supervisory exp. or equivalent.</i> PREFERRED: <i>Master's degree in program evaluation, policy analysis, statistics or related field; several years related exp., including supervisory/administrative experience.</i>			
PURPOSE: <i>Responsible for designing and implementing a program of evaluation that will provide usable information about organizational structure and effectiveness, client outcomes and outcomes of purchased services; assists agency with putting into practice what it means to make decisions that are informed by data; assists in agency's preparation for and response to external reviews such as the Ohio Department of Job and Family Services' Child Protection and Oversight Evaluation (CPOE) and Council on Accreditation (COA) reviews; works collaboratively with staff in other divisions to facilitate initiatives that will drive improvements in Child and Family Service Review (CFSR) measures and other outcomes; provides data in formats that is clearly understood and usable by internal staff and external stakeholders. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
JOB DUTIES:			
<i>40%</i>	<i>Designs and oversees implementation of comprehensive program of evaluation that is consistent with COA Performance and Quality Improvement standards, provides guidance on where to focus improvement efforts, and provides the agency with information needed to make informed decisions.</i>		
<i>20%</i>	<i>Supervises subordinates in a manner that promotes their professional development and ensures high quality products from the Evaluation Department.</i>		
<i>20%</i>	<i>Conducts research and manages evaluation projects, including all external requests for data and research.</i>		
<i>15%</i>	<i>Attends meetings, providing relevant data and information to inform the committee's work.</i>		
<i>5%</i>	<i>Performs other related duties as assigned.</i>		
List no. of positions and Class Titles of positions supervised			
3 - Management Analyst 3 1- Management Analyst 1			
		_____ Signature of Agency Representative	_____ Date